

HOME *of the* BUCCANEERS

906 Lakeview Avenue Milford, DE 19963  
Phone: (302) 422-1600

**AGENDA FOR MONDAY, JANUARY 27, 2020 AT 6:15 PM  
PUBLIC SCHOOL BOARD MEETING  
MILFORD CENTRAL ACADEMY**

*It is anticipated that the board will open a regular session meeting and adjourn into executive session during the beginning portion of the meeting for the reasons identified below, then return to a regular session meeting at approximately 7:00 pm.*

1. **Call to Order by President**
2. **Roll Call**

_____ <b>Mr. R. Baltazar-Lopez</b>	_____ <b>Mr. D. Vezmar</b>
_____ <b>Mr. J. Miller</b>	_____ <b>Mrs. R. Wiley</b>
_____ <b>Mrs. J. Purcell</b>	_____ <b>Mrs. J. Wylie</b>
_____ <b>Mr. K. Thompson</b>	
3. **Adjournment to Executive Session**
  - A. **Personnel Matters – See 29 Del. C § 10004(b)(9)**
    1. **Discussion of the personnel report and the competencies of staff recommended for hire.**
  - B. **Legal Matters – See 29 Del. C § 10004(b)(4)**
    1. **Discussion of strategy pertinent to active litigation.**
4. **Introduction of Visitors**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
  - A. **Regular Meeting Minutes for December 16, 2019 Action Item (Attachment 1)**
7. **Changes and Additions to Agenda (items that arose after posting and cannot be deferred, if any)**
8. **Recognition and Accomplishments**

- 9. **Public Comment**
- 10. **Superintendent Reports – Dr. Kevin Dickerson**
  - A. Reports from School Administrators
  - B. Upcoming Events
  - C. RAVE Panic Button App
  - D. First Read of Board Policy 5313 Protection of the Privacy of Students (Attachment)
  - E. First Read of Board Policy 5313A Protection of the Privacy of Students – Immigration Officials (Attachment)
- 11. **DSBA Updates**
- 12. **Administrative Services**
  - A. **Buildings, Grounds and Operations – Dr. Glen Stevenson**
    - 1. Ross Classroom Flooring *Action Item* (Attachment)
    - 2. Waste Disposal *Action Item* (Attachment)
- 13. **Business – Mrs. Sara Croce**
  - A. Revenue and Expenditure Report as of December 31, 2019 *Action Item* (Attachment )
  - B. DOE Financial Position Report as of December 31, 2019 *Action Item* (Attachment)
  - C. Final Fiscal Year 2020 Revenue and Expenditure Budgets *Action Item* (Attachment)
  - D. First Read of Board Policy 4224 Leave of Absence (Attachment)
  - E. Legislative Discussion
- 14. **Personnel – Dr. Jason Peel**
  - A. Personnel *Action Item* (Attachment )
  - B. First Read of Board Policy 4330 Employee of the Year Awards (Attachment)
- 15. **Instruction and Student Programs**
  - A. **Director of Student Learning – Dr. Bridget Amory**
    - 1. Field Trips *Action Item* (Attachment )
    - 2. Recommend Approval of 2020-2021 School Year Calendar *Action Item* (Attachment )
    - 3. Elympics
  - B. **Director of Student Services – Ms. Laura Manges**
    - 1. Special Olympics
- 16. **Board Discussion**
- 17. **Adjournment**

MILFORD SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR BOARD MEETING – DECEMBER 16, 2019  
MILFORD CENTRAL ACADEMY CAFETERIA

Board Members

Mrs. R. Wiley – President  
Mrs. Purcell –V. President  
Mr. Baltazar-Lopez  
Mr. Miller  
Mr. Thompson - Absent  
Mr. Vezmar  
Mrs. J. Wylie – entered 6:12PM  
Dr. K. Dickerson, Exec. Secretary

Admin. Present

Dr. Peel  
Dr. Amory  
Mrs. Croce  
Dr. Stevenson  
Mr. Parsley  
Mr. Zoll  
Dr. Kilgore  
Mrs. McKenzie  
Mrs. Hallman  
Mrs. Wallace  
Mr. Diaz  
Mr. Buford  
Mr. LoBiondo

Public

S. Whaley  
R. Winkleblech  
Sgt. Masten  
B. Baylis  
C. Kimmel  
G. Parfitt  
A. Bogan  
E. Rust

*Media: Brooke Schultz, DE State News*

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The Regular Meeting of the Milford Board of Education was called to order by President Wiley at 6:00 PM on Monday evening, December 16, 2019 in the Milford Central Academy Cafeteria.

**ADJOURNMENT TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL AND LEGAL MATTERS.**

A. Personnel Matters – See 29 Del. C. § 10004(b)(9)

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. MILLER** to adjourn into Executive Session at 6:01 PM. **Motion carried unanimously.**

**MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. MILLER** to adjourn Executive Session at 7:02 PM. **Motion carried unanimously.**

**INTRODUCTION OF VISITORS**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**MOTION MADE BY MR. MILLER/SECONDED BY MR. VEZMAR** to approve the minutes for the October 21, 2019 Regular Board Meeting. **Motion carried unanimously.**

**RECOGNITIONS AND ACCOMPLISHMENTS**

Dr. Dickerson congratulated Ross Elementary School for being named one of the top performing schools in the state as a 2019 State of Delaware Recognition School for outstanding student achievement. Congratulations to Zoe Layton (5<sup>th</sup> grade Ross Elementary student) for receiving a \$1,000 scholarship and \$500 for the Ross School Safety Patrol Program from William J. Miller, Jr., AAA School Safety Patrol. Banneker Elementary received a \$500 grant from Exxon/Mobil for supporting Math and Science programs.

Thank you to *U Just Ask*, Anchor Church, Starkey & Company CPA, Dolce, Coldwell Bankers, and Atlantic Refrigeration and Air Conditioning for their donations for our students during the holidays. The Empty Stocking Program supported 384 students in the Milford School District; many thanks to the Church of God and the Chronicle.

First Marking Period Honor Roll:

<b>Banneker</b>	<b>Mispillion</b>	<b>Ross</b>
<b>1<sup>st</sup> grade - 81 students</b>	<b>1<sup>st</sup> grade - 65 students</b>	<b>1<sup>st</sup> grade - 96 students</b>
<b>2<sup>nd</sup> grade - 69 students</b>	<b>2<sup>nd</sup> grade - 58 students</b>	<b>2<sup>nd</sup> grade - 98 students</b>
<b>3<sup>rd</sup> grade - 84 students</b>	<b>3<sup>rd</sup> grade - 62 students</b>	<b>3<sup>rd</sup> grade - 84 students</b>
<b>4<sup>th</sup> grade - 65 students</b>	<b>4<sup>th</sup> grade - 91 students</b>	<b>4<sup>th</sup> grade - 95 students</b>
<b>5<sup>th</sup> grade - 79 students</b>	<b>5<sup>th</sup> grade - 89 students</b>	<b>5<sup>th</sup> grade - 84 students</b>
<b>Total - 378 students</b>	<b>Total - 365 students</b>	<b>Total - 457 students</b>

<b>Central Academy</b>	<b>High School</b>
<b>6<sup>th</sup> grade - 181 students</b>	<b>9<sup>th</sup> grade - 116 students</b>
<b>7<sup>th</sup> grade - 113 students</b>	<b>10<sup>th</sup> grade - 107 students</b>
<b>8<sup>th</sup> grade - 147 students</b>	<b>11<sup>th</sup> grade - 83 students</b>
	<b>12<sup>th</sup> grade - 111 students</b>
<b>Total - 441 students</b>	<b>Total - 417 students</b>

Milford High School inducted 31 new members in the Mispillion Chapter of the National Honor Society. These 31 exceptional inductees join the 29 remarkable returning members.

**CHANGES AND ADDITIONS TO AGENDA**

Dr. Dickerson stated Items 13 A and B Personnel would be moved to the end of the meeting. The Board will adjourn to Executive Session and then return to the Regular Meeting.

**PUBLIC COMMENT**

Amy Bogan, parent, spoke school safety.

**SUPERINTENDENT REPORTS**

***Upcoming Events***

The Milford High School Kelly Gill Night of the Arts is December 18 at 6:30 PM in the high school auditorium and Santa's Workshop is Friday, December 20 at Milford High School. Special Olympics Basketball is being held at Milford Central Academy on December 17.

***Current School Enrollments***

Dr. Dickerson spoke regarding current school enrollments and reported the district has an all-time high number of students. The boundaries for the elementary schools are being analyzed for the possibility of being adjusted.

**ADMINISTRATIVE SERVICES**

**MOTION MADE BY MR. VEZMAR/SECONDED BY MR. BALTAZAR-LOPEZ** to approve Shade Environmental for Ross Elementary Abatement for \$55,300. **Motion carried unanimously.**

***Ross Elementary Classroom Flooring***

Dr. Stevenson discussed types of flooring for Ross Elementary classrooms and will present quotes at a future meeting for tile.

**BUSINESS**

***Revenue and Expenditure Report***

**MOTION MADE BY MR. MILLER/SECONDED BY MRS. WYLIE** to approve the Revenue and Expenditure Report as of November 30, 2019. **Motion carried unanimously.**

Mrs. Croce reported colleagues are meeting regarding Sussex County Impact Fees. The Board is supportive for the discussions to continue.

**PERSONNEL**

***Board Policy 4101A Title IX Rights and Responsibilities***

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. VEZMAR** to approve Board Policy 4101A Title IX Rights and Responsibilities. **Motion carried unanimously.**

***Board Policy 4219 Sexual Harassment***

**MOTION MADE BY MR. MILLER/SECONDED BY MRS. WYLIE** to approve Board Policy 4219 Sexual Harassment. **Motion carried unanimously.**

Dr. Peel stated the Milford School District received an \$80,000 grant for a Teacher Residency Program to partner with the University of Delaware. This allows the individual to spend the entire year in the classroom.

**INSTRUCTION AND STUDENT PROGRAMS**

***Student Learning***

Dr. Amory presented the first read of the 2020-2021 School Year Calendar.

**POLICY DISCUSSION**

Dr. Dickerson presented the first read of the 8<sup>th</sup> Grade MHS Athletic Participation Pilot Policy.

Mr. Baltazar-Lopez requested a Board discussion section be added to the agenda for future meetings.

**MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MR. MILLER** to adjourn to Executive Session at 8:06PM. **Motion carried unanimously.**

**MOTION MADE BY MRS. PURCELL/SECONDED BY MR. VEZMAR** to adjourn Executive Session at 9:43PM. **Motion carried unanimously.**

**PERSONNEL**

***Personnel Report***

**TRANSFER**

LAPRATT, Jessica

Transfer from Child Nutrition 3 hr. Floater to Child Nutrition 3 hr. Ross

Effective: December 17, 2019

**RECOMMEND FOR EMPLOYMENT\***

DANIELS, Shrona

Central Academy – Child Nutrition 3 hr. Floater

Effective: December 17, 2019

ALICEA, Alberto

Morris – Part-Time Educational Support Paraprofessional

Effective: December 18, 2019

AMEND LEAVE OF ABSENCE

BISHOP, Becky

District – Diagnostician

Effective: December 2, 2019 and ending February 28, 2020 (from January 30, 2020)

RESIGNATION

KNOLLINGER, Bernard

Mispillion – EL Teacher

Effective: November 19, 2019

Service to MSD: 4 years

DUTTON, Tracie

Central Academy – ELA Teacher

Effective: January 17, 2020

Service to MSD: 11 years

WELBON, Valerie

Ross – Child Nutrition 3 hrs.

Effective: November 22, 2019

Service to MSD: 3 months

RETIREMENT

STAUB, Deborah

High School – Child Nutrition

Effective: June 30, 2020

Service to MSD: 17 years

SAVAGE, Michael

Central Academy – Full-Time Paraprofessional

Effective: October 31, 2020

Service to MSD: 20 years

COLE, Shirley

Banneker – Chief Custodian

Effective: September 30, 2020

Service to MSD: 20 years

AMEND RETIREMENT

WHITE, Aaron

Central Academy – Custodian

Amend Effective Date: January 31, 2020 (from July 31, 2020)

Service to MSD: 28 years

AMEND RECOMMEND FOR EMPLOYMENT – TEMPORARY CONTRACT\*

GOLDSBOROUGH, Katelyn

Mispillion – Special Education Teacher

Effective: December 9, 2019 (from September 9, 2019) and ending June 30, 2020

RESCIND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES8

High Basketball Girls Coach, Asst.

Fitzwater, Mark

RECOMMEND EMPLOYMENT – 2019-2020 LIMITED CONTRACTS FOR PERSONAL SERVICES\*

High	Basketball Boys Coach, Unified	Croce, Bobby
High	Basketball Girls Coach, Asst.	Dennis, Lendon (NE)

\*Employment at Milford School District is contingent upon employment verification, education and other credential verifications, the receipt of satisfactory criminal background and child protection registry checks, and adherence to Milford School District policies.

**MOTION MADE BY MR. MILLER/SECONDED BY MR. BALTAZAR-LOPEZ** that the Board approve the Personnel Report as written. **Motion carried unanimously.**

ADMINISTRATOR CONTRACTS

Recommend renewal of administrator contracts beginning July 1, 2020.

**MOTION MADE BY MR. MILLER/SECONDED BY MR. BALTAZAR-LOPEZ** to approve the Administrative Contracts as presented. **Motion carried unanimously.**

**ADJOURNMENT**

**MOTION MADE BY MR. BALTAZAR-LOPEZ/SECONDED BY MRS. WYLIE** that the Regular Meeting of the Milford Board of Education held on Monday, December 16, 2019 adjourn at 9:46 PM. **Motion carried unanimously.**

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Kevin Dickerson, Executive Secretary

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Edna Rust, Recording Secretary

**PROTECTION OF THE PRIVACY OF STUDENTS**

The Milford School District seeks to protect the rights and private information of all students. Additionally, the Federal Family Educational Rights and Privacy Act (FERPA) gives parents certain protections with regard to their child's education records. Under FERPA, school districts must maintain the confidentiality of all personally identifiable information in education records related to students and may only disclose student information to certain parties outlined in section B of this policy. To protect a student's privacy, the law generally requires schools to ask for written parent consent before disclosing a student's personally identifiable information to individuals other than their parents and those parties outlined in section B.

**In the event Federal, State or Local agents request access to any student or student records, the Superintendent or Designee shall be notified immediately and may intervene if necessary. A judicial order or issued subpoena presented to the school must be further presented to and reviewed by the Superintendent or Designee.**

I. DEFINITIONS

- A. "Attendance" – Attendance at school, on homebound instruction or correspondence instruction and the period during which a person is working under a work-study program.
- B. "Consent" – A parent or eligible student has been fully informed of this Policy in his or her native language or other mode of communication, unless it clearly is not feasible to do so; the parent or eligible student understands and agrees in writing to be carrying out of the activity for which consent is sought and the consent sets forth that activity and lists the records (if any) which will be released and to whom; and the parent or eligible student understands that the granting of consent is voluntary.
- C. "Directory Information" – Information in an educational record including, but is not limited to, a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, pictures of in school activities (i.e., yearbook pictures) video or print images for District purposes, and the most recent previous educational agency or institution attended by the student, and other similar information.



- D. "Disclosure" – Permitting access or the release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
- E. "District" – The Milford School District
- F. "District Staff" – Anyone employed by the Milford School District, on a full or part time basis, who has responsibility for any educational or operational aspect of the District.
- G. "Eligible Student" – Student who has attained eighteen years of age or has been emancipated pursuant to court order or is attending a post-secondary educational institution.
- H. "Education Records" – Those records that are directly related to a student and are maintained in District Offices or the Building Office, the term does **NOT** include:
1. The personal records of District Staff, which are in the sole possession of the particular Staff member, are not accessible or revealed to any other individual except a Substitute and are used by the Staff member for professional purposes only.
  2. Records of a law enforcement unit providing services to the District that are:
    - . Maintained apart from the records that are directly related to a student and are
      - a. Maintained solely for law enforcement purposes and are
      - b. Not disclosed to individuals other than law enforcement officials of the same jurisdiction: provided that the District does not directly disclose the education records of the student to the personnel of the law enforcement unit.
  3. Records relating to an individual employed by the District which are made and maintained in the normal course of business; relate exclusively to the individual available for use for any other purpose not including a student who is employed by the District as a result of his or her status as a student.
  4. Records relating to an Eligible Student that are:
    - . Created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or

paraprofessional capacity of assisting in that capacity

- a. Created, maintained or used only in connection with the provision of treatment to the student and
  - b. Disclosed only to individuals providing the treatment, provided that a physician or other appropriate professional of the student's choice can personally review the records. For the purpose of this definition, "treatment" does not include remedial educational activities, diagnostic and evaluative data, and other activities used in the development of the student's instructional program.
5. Records of the District that contain only information related to a person after that person is no longer a student of the District. An example would be information collected by the District pertaining to the accomplishments of its alumni.
  6. General recording of students where no one student is the focus.
- I. "Financial Aid" – A payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.
  - J. "Organizations" – Includes, but is not limited to Federal, State, and local agencies and independent contractors or organizations.
  - K. "Parents" – A parent, parents, legal guardian or relative caregiver or an individual acting as a parent of a student in the absence of a parent or guardian by written consent of a parent or legal guardian, unless there is a court order to the contrary.
  - L. "Party" – An individual, agency, institution or organization.
  - M. "Personally Identifiable" – The data or information includes the name of the child, the child's parent or other family member, the address of the child, a child identifier, such as the child's social security number or student number, or a list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.
  - N. "Records" – Any information or data recorded in any medium including, but not limited to: handwriting, print, tapes, film, microfilm and microfiche.

- O. "Statutorily authorized governmental or educational agencies" - agencies permitted by law.
- P. "Student" – Any individual, not an adult employee of the District, for whom the District maintains educational records.
- Q. "Student with Disability" – A person who because of mental, physical, emotional or learning disability problems as defined by the Department of Education, requires special educational services in order to develop his or her capabilities.
- R. "Substitute" – An individual who performs, on a temporary basis, the duties of the Staff member. This definition does not refer to an individual who permanently succeeds a particular staff member.

## II. POLICY

### A. RECORDS TO BE MAINTAINED

1. The Building Principal of each school in the District shall ensure that education records are maintained for every student attending his/her school.
2. The following education records will be maintained for every student in the District:
  - a. Directory information
  - b. A cumulative record, which can include identifying data, academic work completed, level of achievement, attendance data, grades, scores on group or individual intelligence, achievement, aptitude, psychological, socio-metric or interest inventory tests, health data, family background information, teacher, counselor, or other school personnel ratings and observations, discipline history and verified reports of serious or recurrent behavior patterns.
  - c. A School Health Record Card and Emergency Treatment Data Card as provided by the State of Delaware
  - d. A record of persons requesting disclosure of the education record of the student.
  - e. Transportation data
  - f. The reason for leaving school (i.e., graduated, transferred, or dropped out.)

3. Education Records for Students with Disabilities will also include a separate file with documents related to the identification, evaluation, placement and provision of a free appropriate public education for each student with disabilities.
4. Education records shall be maintained at the school building until:
  - a. The student progresses out of the building into another grade cluster within the District
  - b. The student withdraws from the District and the school receives a request for education records from another educational institution, parents or eligible student for the student's education records.
5. For students who have graduated from a District high school, or who have withdrawn from the District and no request for education records has been received, the student's education records shall be maintained at the school the student last attended consistent with the provisions of the School District General Records Retention Schedule.
6. Education Records shall be maintained consistent with the requirements of Delaware law on records retention and Department of Education Regulations. Records shall be consolidated and be centrally located in each school building and kept under lock and key at all times except for periods of authorized use under the supervision of appropriate staff.
7. The District shall take every reasonable step to protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages for all education records.

**B. PARENTS' AND ELIGIBLE STUDENTS' RIGHTS**

1. Parents and Eligible Students shall have access to education records as allowable under Delaware and Federal law and regulations in accordance to this policy and the procedures established pursuant to this policy.
2. It is presumed that either parent of a student has authority to inspect and review the education records of the student unless an agent of the District has been provided with evidence that there is a legally binding instrument or a court order that provides evidence to the contrary.
3. Whenever a student has attained eighteen years of age, he/she becomes an Eligible Student for the purposes of this policy. The

rights accorded to and the consent required of the Parents of the student shall thereafter only be accorded to and required of the Eligible Student, unless the student is legally determined to be incompetent to make such decisions for himself/herself, and for whom legal guardianship is required beyond the age of majority.

4. Parents and Eligible Students have the right to:
  - a. Review and inspect education records
  - b. Attain copies of education records consistent with the procedures established pursuant to this policy
  - c. Receive an explanation or interpretation of the education records from appropriate instructional or administrative staff
  - d. Seek the correction of education records through a written request to amend, upon the belief that information in the education records collected, maintained or used by the District is
    - inaccurate
    - misleading
    - violates the privacy or other rights
  - e. Be informed, in writing, if a request to amend the education records is denied and the reason for the denial
  - f. Have a formal hearing if the request to amend the record is denied
  - g. Be permitted to place a statement in the education records if the request continues to be denied after the formal hearing.
  - h. Request a copy of this Policy and all written procedures created pursuant to this Policy
  - i. File complaints concerning alleged failure to Staff to comply with the requirements of this Policy
2. An Eligible Student must give his/her consent in order for his/her information contained in his/her education records to be disclosed to his/her Parents, unless the District receives a court order establishing Parents as the legal guardian of the Eligible Student.

C. DISCLOSURE OF EDUCATIONAL RECORDS

1. Personally identifiable information from education records shall not be disclosed to anyone without the written consent of Parents or Eligible Students except under the following circumstances:
  - a. To Staff members who have been determined by the Superintendent or his/her Designee to have legitimate educational interest in reviewing the education record.
  - b. To the District's attorneys for purposes of advising and counseling the District or representing the District in threatened or pending litigation.
  - c. To officials of another school or school system or institution of post-secondary education in which the student seeks or intends to enroll.
  - d. To certain statutorily authorized governmental or educational agencies.
  - e. In connection with financial aid for which a student has applied or which a student has received.
  - f. To State or local officials involved in the Juvenile justice system to whom information is specifically allowed to be reported or disclosed per state statute.
  - g. To organizations conducting studies for or on behalf of the District for the purpose of administering predictive tests, administering student aid programs and improving instruction. Individuals other than representatives of the organization must conduct the studies in a manner that will not permit the personal identification of students and their parents and the information will be destroyed when no longer needed for the purposes for which the study was conducted.
  - h. To accrediting organizations in order to carry out their accrediting functions.
  - i. To Parents or Eligible Students requesting information in education records as described above.
  - j. To comply with a judicial order or lawfully issued subpoena. The District shall make a reasonable effort to notify Parent or Eligible Student of the order or subpoena in advance of compliance. A judicial order or issued subpoena

presented to the school must be further presented to and reviewed by the Superintendent or Designee.

k. To the appropriate officials in health or safety emergency.

l. For directory information.

3. All persons, agencies or organizations desiring access to the records of a student shall be required to request access in writing. The request shall be kept permanently with the file of the student.

4. If the education records of a student contain information on more than one student, Parents or Eligible Students may inspect and review or be informed of only the specific information that pertains to that student.

D. RECORDS OF REQUESTS AND DISCLOSURES:

1. Except for requests from Parents, Eligible Students, Staff, other School Officials, or to persons for whom Parents or Eligible Students have given written permission, all files containing education records shall include a record of requests and disclosures of personally identifiable information other than Directory Information from the education records of a student.

2. The Record of Requests and Disclosures must indicate:

a. The parties who have requested or obtained personally identifiable information from the education records of the student

b. The legitimate interests these parties had in requesting or obtaining the information

E. SCHOOL OFFICIALS AND LEGITIMATE EDUCATIONAL INTERESTS:

A member of District Staff has a legitimate educational interest in having access to confidential information from the education records of a student disclosed to him/her under the following conditions:

1. To provide educational services

2. To provide related services, e.g., counseling, testing, etc.

3. To provide support in maintaining records, such as secretaries or paraprofessionals

4. To address issues requiring due process such as expulsion hearings and IDEA matters.

F. COPYING EDUCATION RECORDS

1. Parents, Eligible Students and persons with permission may request a copy of a student's education record.
2. Material protected by copyright or other similar State or Federal laws or regulations will not be copied under any circumstances.
3. The District shall charge a fee of \$0.20 per page for all copies, unless the fee effectively prevents Parents or Eligible Students from exercising their right to inspect and review those records.

G. WAIVER

1. Parents or Eligible Students may waive any of the rights listed in this Policy. The waiver shall not be valid unless in writing and signed by Parents or Eligible Student, as appropriate.
2. Parents or Eligible Students cannot be required to waive rights listed in this Policy.
3. This paragraph does not preclude the District from requesting such a waiver.
4. Revocation of any waiver must be in writing. If Parents execute a waiver under this section, the student may revoke the waiver at any time after he or she becomes an Eligible Student.

H. ANNUAL NOTIFICATION OF RIGHTS

1. The Superintendent or his/her Designee, shall provide Parents and Eligible Students annual notice by such means as are reasonably likely to inform them of:
  - c. Their rights as listed in this policy.
  - d. The right of the parent of the student or the eligible student to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information.
  - e. The period of time within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.



- f. Of the fact that Directory Information may be disclosed without written consent unless the District receives a request in writing that Directory Information not be disclosed.
5. The Notice shall include a manner in which to notify Parents of students identified as having a primary or home language other than English.
- I. Staff Notification of Policy
  1. This policy shall be reviewed with administrators prior to ten-month staff's first workday of each school year.
  2. This policy shall be referenced in the staff handbook of each school within the District.
  3. This policy shall be reviewed with staff during staff in-service prior to the students' first school day of each school year.

ADOPTED:

DRAFT - FIRST READ

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

5313A

**PROTECTION OF THE PRIVACY OF STUDENTS – IMMIGRATION OFFICIALS**

As referenced in Milford School District Board Policy 5313, the Milford School District seeks to protect the rights and private information of all students. Additionally, the Federal Family Educational Rights and Privacy Act (FERPA) gives parents certain protections with regard to their child's education records. Under FERPA, school districts must maintain the confidentiality of all personally identifiable information in education records related to students and may only disclose student information to certain parties outlined in section B of Milford School District Board Policy 5313. To protect a student's privacy, the law generally requires schools to ask for written parent consent before disclosing a student's personally identifiable information to individuals other than their parents and those parties outlined in section B of Milford School District Board Policy 5313.

In the event U.S. Immigration and Customs Enforcement (ICE) officials, or any other federal, state or local law officials acting to enforce immigration laws enter upon school property or vehicles for purposes of enforcement or to inquire about students' immigration status or records, the official(s) shall be referred to the Office of the Superintendent and the Superintendent or Designee shall be notified immediately. In addition, any School or District personnel who are approached or contacted by ICE or other immigration officials requesting permission to enter a school or seeking disclosure of student educational records or other information of a student or their family member(s) are directed to refer the official(s) to the Office of the Superintendent and immediately contact the Superintendent or Designee. In these situations, School and District personnel shall protect all non-publically available information about students and their families in accordance with FERPA.

The Superintendent or Designee will not authorize the entry of, or disclosures to, ICE or other immigration officials absent a valid court order, subpoena, or other appropriate written authority, or as may otherwise be required by law. A judicial order or issued subpoena presented to a School must be further presented to and reviewed by the Superintendent or Designee.

ADOPTED:

**PROPOSAL**  
**TRI STATE CARPET, INC.**

1007 Mattlind Way Milford, Delaware 19963  
ph 302.424.1649 fax 302.424.1739

**DATE:** JANUARY 14, 2020

**1. PROPOSAL SUBMITTED TO:**

MILFORD SCHOOL DISTRICT  
906 LAKEVIEW AVE.  
MILFORD, DE. 19963

**PROJECT:**

LU LU ROSS ELEMENTARY  
(12) CLASSROOMS VCT  
PHASE 1 SUMMER 2020

ATTENTION: GLEN STEVENSON

2. TRI-STATE CARPET, INC., PROPOSES HEREBY TO FURNISH MATERIAL AND OPEN SHOP LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS BELOW, FOR THE SUM OF

TWENTY NINE THOUSAND NINE HUNDRED NINETY FIVE DOLLARS  
(\$29,995.00)

**3. PAYMENT TO BE MADE AS FOLLOWS:**

BALANCE DUE UPON COMPLETION. PLEASE SIGN ONE COPY OF PROPOSAL AND RETURN WITH YOUR PURCHASE ORDER. THANK YOU.

**AUTHORIZED SIGNATURE:**           DONALD T. HUEGEL JR.          

4. NOTE: THIS BID APPLIES ONLY TO THE BELOW STATED SECTIONS, EXTRAS, AND MATERIALS LISTED. IF THERE ARE ADDITIONAL SECTIONS, EXTRAS, AND/OR MATERIALS THAT SHOULD BE INCLUDED IN THIS BID, PLEASE NOTIFY THE SIGNER IMMEDIATELY AND A REVISED BID WILL BE SUBMITTED. TRI-STATE CARPET OUTLET, INC. WILL NOT BE RESPONSIBLE FOR WORK OR MATERIALS NOT SET FORTH BELOW. UNLESS OTHERWISE PROVIDED IN WRITING, THIS PROPOSAL SHALL BE EFFECTIVE FOR NO MORE THAN THIRTY (30) DAYS, AND IF NOT ACCEPTED WITHIN THAT TIME, SHALL BE CONSIDERED WITHDRAWN.

**MATERIALS**

- VCT: ARMSTRONG, COLOR T.B.D.
- COVE BASE: JOHNSONITE 4" VINYL. COLOR T.B.D.

**THE ABOVE PRICING INCLUDES:**

- DIRECT GLUE DOWN INSTALLATION
- NEW 4" VINYL COVE BASE AS LISTED ABOVE
- ALL NECESSARY FLOOR PREP AFTER ABATEMENT
- ANY NECESSARY VINYL TRANSITIONS (IF APPLICABLE)
- WORK TO BE DONE WHEN SCHOOL IS OUT (SUMMER)

**THE ABOVE PRICING EXCLUDES:**

1. ANY DEMO/DISPOSAL OF THE EXISTING CARPET OR V.A.T.
2. REMOVING AND REPLACING ANY FURNITURE, EQUIPMENT, ETC.
3. ANY ACCENTS OR PATTERNS (ROOM TO BE ONE COLOR THROUGHOUT)
4. THE BATHROOMS (EXISTING CERAMIC TO REMAIN AS IS)

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED IN SECTION 5. PAYMENT WILL BE MADE AS OUTLINED IN SECTION 3.

**SIGNATURE** \_\_\_\_\_ **DATE OF ACCEPTANCE** \_\_\_\_\_



December 9, 2019

Glen Stevenson  
 906 Lakeview Avenue  
 Milford, DE 19963

Good Afternoon Glen,

Thank you for taking the time to meet this morning. Below you will find the state pricing based on your current service requirements. The Milford School District will be exempt from fuel fees and other surcharges.

<i>Central Academy</i>	<i>Container</i>	<i>Frequency</i>	<i>GFL Quote</i>	<i>Current Cost</i>	<i>Savings</i>
Waste	8yd	5	\$718.78	\$715.77	
Recycle	8yd	1	\$74.48	\$72.70	
Fuel Fee			\$0.00	\$11.26	
<b>Site Total</b>			<b>\$793.26</b>	<b>\$799.73</b>	<b>\$6.47</b>
<i>Mispillion Elementary</i>	<i>Container</i>	<i>Frequency</i>	<i>GFL Quote</i>	<i>Current Cost</i>	<i>Savings</i>
Waste	8yd	3	\$431.27	\$433.43	
Recycle	8yd	1	\$74.48	\$72.70	
Fuel Fee			\$0.00	\$71.40	
<b>Site Total</b>			<b>\$505.75</b>	<b>\$577.53</b>	<b>\$71.78</b>
<i>Milford High (cafeteria)</i>	<i>Container</i>	<i>Frequency</i>	<i>GFL Quote</i>	<i>Current Cost</i>	<i>Savings</i>
Waste	8yd	5	\$718.78	\$715.62	
Recycle	8yd	1	\$74.48	\$72.70	
Fuel Fee				\$11.23	
<b>Site Total</b>			<b>\$793.26</b>	<b>\$799.55</b>	<b>\$6.29</b>
<i>Milford Middle</i>	<i>Container</i>	<i>Frequency</i>	<i>GFL Quote</i>	<i>Current Cost</i>	<i>Savings</i>
Waste	2yd	1	\$45.00	\$60.29	
Recycle			\$0.00		
Fuel Fee			\$0.00	\$8.51	
<b>Site Total</b>			<b>\$45.00</b>	<b>\$68.80</b>	<b>\$23.80</b>
<i>LuLu Elementary</i>	<i>Container</i>	<i>Frequency</i>	<i>GFL Quote</i>	<i>Current Cost</i>	<i>Savings</i>
Waste	8yd	3	\$431.27	\$433.34	
Recycle	8yd	1	\$74.48	\$72.70	
Fuel Fee			\$0.00	\$71.40	
<b>Site Total</b>			<b>\$505.75</b>	<b>\$577.44</b>	<b>\$71.69</b>



<b>Morris Elementary</b>	<b>Container</b>	<b>Frequency</b>	<b>GFL Quote</b>	<b>Current Cost</b>	<b>Savings</b>
Waste	8yd	3	\$431.27	\$433.34	
Recycle	8yd	1	\$74.48	\$72.70	
Fuel Fee			\$0.00	\$71.40	
<b>Site Total</b>			<b>\$505.75</b>	<b>\$577.44</b>	<b>\$71.69</b>
<b>Banneker Elementary</b>	<b>Container</b>	<b>Frequency</b>	<b>GFL Quote</b>	<b>Current Cost</b>	<b>Savings</b>
Waste	8yd	3	\$431.27	\$433.34	
Recycle	8yd	1	\$74.48	\$72.70	
Fuel Fee			\$0.00	\$71.40	
<b>Site Total</b>			<b>\$505.75</b>	<b>\$577.44</b>	<b>\$71.69</b>
<b>Millford School District Office</b>	<b>Container</b>	<b>Frequency</b>	<b>GFL Quote</b>	<b>Current Cost</b>	<b>Savings</b>
Waste	2yd	1	\$45.00	\$60.29	
Recycle	2yd	0.5	\$15.00	\$28.68	
Fuel Fee			\$0.00	\$12.56	
<b>Site Total</b>			<b>\$60.00</b>	<b>\$101.53</b>	<b>\$41.53</b>
<b>Millford High</b>	<b>Container</b>	<b>Frequency</b>	<b>GFL Quote</b>	<b>Current Cost</b>	<b>Savings</b>
Waste	8yd	3	\$431.27	\$433.34	
Recycle	8yd	1	\$74.48	\$72.70	
Fuel Fee			\$0.00	\$71.40	
<b>Site Total</b>			<b>\$505.75</b>	<b>\$577.44</b>	<b>\$71.69</b>
<b>Total Monthly Invoice</b>			<b>\$4,220.27</b>	<b>\$4,656.90</b>	<b>\$436.63</b>

Please do not hesitate to contact us with any questions you may have. We appreciate the opportunity and look forward to hearing from you soon.

Sincerely,

Kristie Sweet

General Manager  
 Waste Industries dba GFL Environmental  
 302-379-6056

Cc: Jared Dulin 302-531-7430

**Milford School District**  
**Monthly Report of Expenditures**  
**For the month ended December 31, 2019**

Operating Unit	Budget Line	Preliminary				
		Budget Amount	Encumbered	Expended	Budget Remaining	% Remaining
9180668A	Benjamin Banneker Elementary School	\$ 61,309.29	11,433.30	10,905.93	\$ 38,970.06	63.56%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 46,420.64	1,782.67	18,807.80	\$ 25,830.17	55.64%
9180672A	Lulu M. Ross Elementary School	\$ 76,265.56	4,323.85	16,360.27	\$ 55,581.44	72.88%
9180673A	Misphillion Elementary School	\$ 63,136.01	1,071.56	20,418.97	\$ 41,645.48	65.96%
9180675A	Milford Central Academy	\$ 119,315.00	1,581.06	51,276.40	\$ 66,457.54	55.70%
9180678A	Milford Senior High School	\$ 151,359.75	15,709.19	46,008.77	\$ 89,641.79	59.22%
99900000	Board Of Ed/District Expenses	\$ 10,100.00	-	8,044.00	\$ 2,056.00	20.36%
	School Resource Officer	\$ 165,000.00	9,258.00	155,742.00	\$ -	0.00%
99900100	Legal Services, Audit and Insurance Premiums	\$ 104,459.00	31,825.88	30,574.76	\$ 42,058.36	40.26%
99900300	District Expenditures	\$ 35,000.00	2,500.00	3,630.20	\$ 28,869.80	82.49%
	School Safety and Security	\$ 140,421.29	13,458.00	120,756.34	\$ 6,206.95	4.42%
	Public Relations and Communication	\$ 1,500.00	592.79	2,530.39	\$ (1,623.18)	-108.21%
	Copy Center (District Wide)	\$ 98,500.00	47,230.92	47,483.17	\$ 3,785.91	3.84%
	Student Emergency Fund	\$ 4,000.00	2,000.00	2,000.00	\$ -	0.00%
99910100	Superintendent	\$ 1,500.00	326.96	753.83	\$ 419.21	27.95%
99920000	World Language Immersion (State Grant)	\$ 35,000.00	83.94	4,911.63	\$ 30,004.43	85.73%
	Educator Accountability (State Grant)	\$ 1,090.88	-	-	\$ 1,090.88	100.00%
	Student Success Block Grant (Reading)	\$ 79,365.77	-	24,549.69	\$ 54,816.08	69.07%
	Opportunity Grant Mental Health - Ross	\$ -	-	39,877.75	\$ (39,877.75)	
	Education Opportunity Grant	\$ 871,300.00	1,543.95	158,893.57	\$ 710,862.48	81.59%
	Summer School	\$ 25,000.00	-	36,187.39	\$ (11,187.39)	-44.75%
	Translators	\$ 20,000.00	-	2,699.80	\$ 17,300.20	86.50%
	Extra Time Programs	\$ 25,000.00	-	6,466.28	\$ 18,533.72	74.13%
	Curriculum and Instruction	\$ 220,600.00	563.88	67,769.18	\$ 152,266.94	69.02%
99920700	Athletics - High School	\$ 164,325.00	26,543.39	78,296.81	\$ 59,484.80	36.20%
	Athletics - Milford Central Academy	\$ 27,825.00	3,767.17	20,617.06	\$ 3,440.77	12.37%
99920800	Driver's Education	\$ 15,545.00	-	11,172.14	\$ 4,372.86	28.13%
99930200	Tuition - Special Services	\$ 569,500.00	22,134.38	111,753.03	\$ 435,612.59	76.49%
	Tuition - Special Services - ILC	\$ 295,500.00	4,758.71	103,472.13	\$ 187,269.16	63.37%
	Unique Alternatives (State Funds)	\$ 319,710.30	50,449.76	88,863.52	\$ 180,397.02	61.05%
99930300	Special Services	\$ 49,000.00	13,484.64	21,916.53	\$ 13,598.83	27.75%
	Student Success Block Grant (K-3 Basic)	\$ 62,936.91	-	23,754.15	\$ 39,182.76	
	Special Services - State Related Services	\$ 50,000.00	7,763.00	31,084.50	\$ 11,152.50	22.31%
99940100	Contingencies and One-Time Items	\$ 300,000.00	-	46,292.52	\$ 253,707.48	84.57%
99940200	Division I/Formula Salaries	\$ 26,645,486.52	-	14,851,737.65	\$ 11,793,748.87	44.26%
99940300	Division II - Vocational	\$ 105,381.00	1,553.91	10,249.61	\$ 93,577.48	88.80%
99940400	Division III/Local Salaries	\$ 10,660,500.00	-	5,010,299.32	\$ 5,650,200.68	53.00%
	Union agreed Limited Contracts	\$ 340,000.00	-	149,222.35	\$ 190,777.65	56.11%
99940500	Title I	\$ 1,835,010.00	3,002.28	297,135.14	\$ 1,534,872.58	83.64%
	Title II	\$ 370,471.00	-	-	\$ 370,471.00	100.00%
	Title III	\$ 51,993.00	-	1,192.37	\$ 50,800.63	97.71%
	IDEA Part B	\$ 1,064,130.00	24,034.43	89,392.68	\$ 950,702.89	89.34%
	IDEA Preschool	\$ 47,165.00	30,600.00	14,400.00	\$ 2,165.00	4.59%
	Perkins	\$ 146,156.00	116.92	34,538.85	\$ 111,500.23	76.29%
	Homeless	\$ -	-	-	\$ -	
	Other Federal Grants	\$ -	-	-	\$ -	
99940600	Insurance Expense	\$ 87,500.00	-	13,931.00	\$ 73,569.00	84.08%
99940700	Social Studies Coalition/Donations	\$ 107,000.00	1,165.64	24,772.40	\$ 81,061.96	75.76%
99940810	Technology Equipment & Repair	\$ 272,800.00	4,806.44	155,414.06	\$ 112,579.50	41.27%
	Technology Block Grant	\$ 107,326.00	65,130.39	8,103.41	\$ 34,092.20	31.77%
99940900	Tuition Reimbursement - Administration	\$ 15,000.00	-	-	\$ 15,000.00	100.00%
	Tuition Reimbursement	\$ 60,000.00	-	-	\$ 60,000.00	100.00%
99950000	Personnel/Human Resources	\$ 10,000.00	326.96	3,754.82	\$ 5,918.22	59.18%
99960000	Child Nutrition Operations	\$ 2,070,000.00	259,786.27	1,177,021.18	\$ 633,192.55	30.59%
	Cafeteria Salaries	\$ 558,887.00	-	281,274.63	\$ 277,612.37	49.67%
99960100	Facilities Maintenance	\$ 90,000.00	16,155.00	42,505.27	\$ 31,339.73	34.82%
	Custodial Services and Supplies	\$ 90,000.00	20,072.66	52,693.02	\$ 17,234.32	19.15%
99960200	Operations and Utilities	\$ 294,100.00	58,863.96	153,070.97	\$ 82,165.07	27.94%
	Energy Division II	\$ 764,150.00	280,858.14	307,154.59	\$ 176,137.27	23.05%
99960300	State Transportation	\$ 2,994,921.23	1,845,415.32	1,225,844.91	\$ (76,339.00)	-2.55%
	State Homeless Transportation	\$ 342,000.00	72,002.90	127,997.10	\$ 142,000.00	41.52%
	State Foster Transportation	\$ 49,300.00	9,107.00	15,893.00	\$ 24,300.00	49.29%
	Transportation Supplies	\$ 1,000.00	524.33	245.74	\$ 229.93	22.99%
99960400	Transportation Internal Budget (Local)	\$ 23,000.00	560.00	20,851.26	\$ 1,588.74	6.91%
	Local Activities Transportation	\$ 3,000.00	-	278.59	\$ 2,721.41	90.71%
	Local Homeless Transportation Match	\$ 34,200.00	5,778.10	14,227.90	\$ 14,194.00	41.50%
	Local Transportation Match	\$ 299,492.12	205,046.20	136,205.00	\$ (41,759.08)	-13.94%
<b>Total Operating Budget</b>		<b>\$ 53,749,954.27</b>	<b>\$ 3,179,093.85</b>	<b>\$ 25,633,277.33</b>	<b>\$ 24,937,583.09</b>	<b>46.40%</b>
99970000	Local Debt Service	\$ 1,417,841.37	-	687,022.35	\$ 730,819.02	51.54%
99970200	Minor Capital Improvements	\$ 519,158.00	18,092.31	50,538.52	\$ 450,527.17	86.78%
<b>Total Capital Budget</b>		<b>\$ 1,936,999.37</b>	<b>\$ 18,092.31</b>	<b>\$ 737,560.87</b>	<b>\$ 1,181,346.19</b>	<b>60.99%</b>
<b>Grand Total</b>		<b>\$ 55,686,953.64</b>	<b>\$ 3,197,186.16</b>	<b>\$ 26,370,838.20</b>	<b>\$ 26,118,929.28</b>	<b>46.90%</b>

*Note: Budgets are based on the preliminary budget allocations as voted by the MSD Board of Education  
Items highlighted in blue are restricted expenditures. Funds must be used for specific purpose per funding guidelines.*



**MILFORD SCHOOL DISTRICT**  
**Fiscal Year 2020 Monthly Revenue Report**  
**As of December 31, 2019**  
**50% of the Fiscal Year completed**

<b>REVENUE SOURCE</b>	<b>Preliminary FY 2020 Budget</b>	<b>Actual to date</b>	<b>% received</b>
<b>STATE FUNDS</b>			
Formula Salaries	26,645,486.52	25,457,433.38	95.54%
Cafeteria Salaries	558,887.00	502,998.00	90.00%
Division II, All Other Costs	879,584.00	897,770.00	102.07%
Division II, All Other Costs - VOC	105,381.00	103,868.00	98.56%
Division II, Energy	764,150.00	777,159.00	101.70%
Division III, Equalization	5,519,527.00	5,639,274.00	102.17%
State Transportation	2,994,921.23	3,075,579.02	102.69%
Homeless Transportation	342,000.00	226,000.00	66.08%
Foster Care Transportation	49,300.00	42,150.00	85.50%
Transportation Supply	1,000.00	1,000.00	100.00%
Related Services Cash Option	50,000.00	52,770.00	105.54%
Drivers' Education	15,545.00	16,172.00	104.03%
Unique Alternatives	319,710.30	454,384.88	142.12%
Professional Development	-	391.34	
Delaware Sustainment Fund	801,942.00	798,877.00	99.62%
Technology Block Grant	107,326.00	106,916.00	99.62%
Educator Accountability (CPR)	1,090.88	1,044.58	95.76%
World Language Expansion	35,000.00	30,000.00	85.71%
Education Opportunity Grant	871,300.00	871,300.00	100.00%
Education Opportunity Grant - Mental Health (Ross)		155,364.00	
Student Success Block Grant - K-3	62,936.91	107,560.00	170.90%
Student Success Block Grant - Reading (Ross)	79,365.77	81,102.00	102.19%
School Safety and Security	140,421.29	142,663.55	101.60%
Substitute Reimbursement- Paid Parental Leave	-	2,185.11	
Minor Capital Improvements	311,495.00	246,913.27	79.27%
Major Capital Improvements	-	-	
<b>TOTAL STATE FUNDS</b>	<b>40,656,369.90</b>	<b>39,790,875.13</b>	<b>97.87%</b>
<b>LOCAL FUNDS</b>			
Current Expense (tax rate)	7,971,299.63	8,030,413.16	100.74%
Current Expense (capitations)	150.00	207.90	138.60%
Athletics	40,000.00	30,228.00	75.57%
Interest	125,000.00	293,172.14	234.54%
Building Rental	18,500.00	23,675.00	127.97%
Other Local Revenue	18,500.00	8,704.55	47.05%
Sol - Systems	1,500.00	706.04	47.07%
Energy Curtailment	15,000.00	11,505.02	76.70%
CSCRCP	20,000.00	18,478.25	92.39%
Indirect Costs	85,000.00	36,816.36	43.31%
Cafeteria	2,070,000.00	911,273.34	44.02%
Net Choice Billings	(102,585.39)	(95,969.96)	93.55%
Net Charter Billings	(108,404.57)	(130,070.63)	119.99%
Tuition Billings	(1,960,000.00)	(1,646,576.12)	84.01%
Social Studies Coalition/Donations	107,000.00	74,304.98	69.44%
Debt Service	1,270,000.00	1,239,561.59	97.60%
Debt Service - County Impact Fees	147,841.37	44,426.50	30.05%
Tuition	2,825,000.00	2,678,619.18	94.82%
Minor Capital Improvements	207,663.00	263,697.96	126.98%
E-Rate	8,500.00	9,359.06	110.11%
Education Opportunity Match	-	-	
Extra Time Local Match	-	-	
Reading and Match Specialist Match	-	-	
Technology Maintenance Match	-	-	
Major Capital Improvements	-	-	
<b>TOTAL LOCAL FUNDS</b>	<b>12,759,964.04</b>	<b>11,802,532.32</b>	<b>92.50%</b>
<b>FEDERAL FUNDS</b>			
IDEA Part B	1,064,130.00	1,086,566.00	102.11%
IDEA - Preschool	47,165.00	53,718.00	113.89%
Title I	1,835,010.00	1,909,792.00	104.08%
Title II	370,471.00	351,701.00	94.93%
Title III English Acquisition	51,993.00	54,120.00	104.09%
Education for the Homeless	-	-	
Perkins	146,156.00	162,937.21	111.48%
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,514,925.00</b>	<b>3,618,834.21</b>	<b>102.96%</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>56,931,258.94</b>	<b>55,212,241.66</b>	<b>96.98%</b>

# Financial Position Report

**as of 31-December-2019**

Forecast Period: Q3-2020

District: Milford

Description	Actual Unencumbered	Encumbered	Projected Income 1/1 to 3/31	Projected Available Income through 3/31	Projected Salary 1/1 to 3/31	Projected Non-Salary 1/1 to 3/31	Projected Expenditures 1/1 to 3/31	Projected Available Balance 3/31	Revenue Projection 4/1 to 6/30	Salary Projection 4/1 to 6/30	Non-Salary Projection 4/1 to 6/30	Projected Balance on 6/30	Projected 1 month Local Payroll
Local Expenses	\$19,782,558.95	\$344,132.21	\$1,587,707.55	\$21,714,398.71	\$2,407,210.83	\$515,871.87	\$2,923,082.70	\$18,791,316.02	\$323,075.00	\$2,400,000.00	\$1,838,313.78	\$14,876,077.24	\$800,000.00
Div II	\$848,801.69	\$423,496.15	\$0.00	\$1,272,297.84	\$0.00	\$792,988.38	\$792,988.38	\$479,309.46	\$0.00	\$0.00	\$464,309.46	\$15,000.00	
Div III	\$403,679.90	\$0.00	\$0.00	\$403,679.90	\$403,679.90	\$0.00	\$403,679.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Cash Option	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$798,877.00	\$0.00	\$0.00	\$798,877.00	\$798,877.00	\$0.00	\$798,877.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Discretionary Fund Revenue</b>	<b>\$21,833,917.54</b>	<b>\$767,628.36</b>	<b>\$1,587,707.55</b>	<b>\$24,189,253.45</b>	<b>\$3,609,767.73</b>	<b>\$1,308,860.25</b>	<b>\$4,918,627.98</b>	<b>\$19,270,625.48</b>	<b>\$323,075.00</b>	<b>\$2,400,000.00</b>	<b>\$2,302,623.24</b>	<b>\$14,891,077.24</b>	

Approved by Superintendent: \_\_\_\_\_

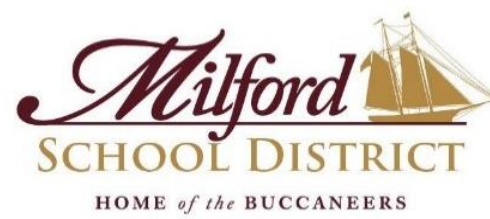
Approved by Board President: \_\_\_\_\_

Preparer: \_\_\_\_\_



**Milford School District  
Final Expenditure Budget  
Fiscal Year 2020**

Operating Unit	Operating Unit Description	FY 2019 Final Budget	FY 2020 Final Budget	Difference between FY 19 and FY 20	% Difference
9180668A	Benjamin Banneker Elementary School	\$ 62,560.50	\$ 61,110.00	\$ (1,450.50)	-2%
9180670A	Evelyn I. Morris Early Childhood Center	\$ 47,368.00	\$ 60,197.00	\$ 12,829.00	27%
9180672A	Lulu M. Ross Elementary School	\$ 77,822.00	\$ 81,960.00	\$ 4,138.00	5%
9180673A	Misphillion Elementary School	\$ 64,424.50	\$ 62,838.00	\$ (1,586.50)	-2%
9180675A	Milford Central Academy	\$ 121,750.00	\$ 129,646.00	\$ 7,896.00	6%
9180678A	Milford Senior High School	\$ 154,387.50	\$ 157,382.50	\$ 2,995.00	2%
99900000	Board of Education - School Resource Officer	\$ 165,000.00	\$ 165,000.00	\$ -	0%
99900000	Board of Education	\$ 2,000.00	\$ 9,000.00	\$ 7,000.00	350%
99900100	Legal Services and Audit	\$ 109,459.00	\$ 180,000.00	\$ 70,541.00	64%
99900300	District Expenditures	\$ 20,000.00	\$ 35,000.00	\$ 15,000.00	75%
99900300	Public Relations and Communication	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	200%
99900300	Uniform Assistance	\$ 4,000.00	\$ 4,000.00	\$ -	0%
99900300	School Safety and Security	\$ 140,421.29	\$ 142,663.55	\$ 2,242.26	2%
99900300	Copy Center (District wide)	\$ 98,500.00	\$ 98,500.00	\$ -	0%
99910100	Superintendent	\$ 1,500.00	\$ 1,500.00	\$ -	0%
99920000	World Language Immersion (State Grant)	\$ 48,395.08	\$ 30,000.00	\$ (18,395.08)	-38%
99920000	Educator Accountability (State Grant)	\$ 1,090.88	\$ 1,044.58	\$ (46.30)	-4%
99920000	Student Success Block Grant - Mental Health (Ross)	\$ -	\$ 155,364.00	\$ 155,364.00	
99920000	Student Success Block Grant Reading (Ross)	\$ 79,365.77	\$ 81,102.00	\$ 1,736.23	2%
99920000	Education Opportunity Grant (Ross)	\$ 142,014.00	\$ 871,300.00	\$ 729,286.00	514%
99920000	Recognition School Award (Ross)	\$ 8,000.00	\$ 8,000.00	\$ -	0%
99920000	State Bond Allocation - Special Projects	\$ 25,000.00	\$ -	\$ (25,000.00)	-100%
99920000	Summer School	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	20%
99920000	Translators	\$ 20,000.00	\$ 20,000.00	\$ -	0%
99920000	Extra Time Programs	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	20%
99920000	Curriculum/Instructional	\$ 200,600.00	\$ 222,591.34	\$ 21,991.34	11%
99920700	Athletics - Middle School	\$ 26,500.00	\$ 30,000.00	\$ 3,500.00	13%
99920700	Athletics - High School	\$ 156,500.00	\$ 170,000.00	\$ 13,500.00	9%
99920800	Driver's Education	\$ 14,414.00	\$ 16,172.00	\$ 1,758.00	12%
99930200	Special School - Tuition ILC	\$ 285,500.00	\$ 285,500.00	\$ -	0%
99930200	Special School - Tuition	\$ 574,500.00	\$ 579,500.00	\$ 5,000.00	1%
99930200	Special School - Unique Alternatives (State)	\$ 319,710.30	\$ 454,384.88	\$ 134,674.58	42%
99930300	Special Services	\$ 49,000.00	\$ 49,000.00	\$ -	0%
99930300	Student Success Block Grant K-3	\$ 62,936.91	\$ 107,560.00	\$ 44,623.09	71%
99930300	Special Services - State Related Services	\$ 58,633.26	\$ 98,660.30	\$ 40,027.04	68%
99940100	Contingencies and One-Time Items	\$ 200,000.00	\$ 300,000.00	\$ 100,000.00	50%
99940200	Division I Sal/Other State Prg	\$ 26,147,461.67	\$ 25,459,618.49	\$ (687,843.18)	-3%
99940300	Division Ii Vocational	\$ 105,381.00	\$ 103,868.00	\$ (1,513.00)	-1%
99940400	Local Limited Contracts	\$ 340,000.00	\$ 365,000.00	\$ 25,000.00	7%
99940400	Division Iii/Local Salaries	\$ 10,300,000.00	\$ 10,750,000.00	\$ 450,000.00	4%
99940500	Title I	\$ 1,835,010.00	\$ 1,909,792.00	\$ 74,782.00	4%
99940500	Title II	\$ 370,471.00	\$ 351,701.00	\$ (18,770.00)	-5%
99940500	Title III	\$ 51,993.00	\$ 54,120.00	\$ 2,127.00	4%
99940500	IDEA Part B	\$ 1,064,130.00	\$ 1,086,566.00	\$ 22,436.00	2%
99940500	IDEA Preschool	\$ 47,165.00	\$ 53,718.00	\$ 6,553.00	14%
99940500	Perkins	\$ 146,156.00	\$ 162,937.21	\$ 16,781.21	11%
99940500	Homeless	\$ -	\$ -	\$ -	
99940600	Insurance	\$ 87,500.00	\$ 94,324.00	\$ 6,824.00	8%
99940700	Private Grants/Donations	\$ 107,000.00	\$ 107,000.00	\$ -	0%
99940810	Technology Equipment & Repair	\$ 272,800.00	\$ 272,800.00	\$ -	0%
99940810	Technology Block Grant	\$ 107,326.00	\$ 106,916.00	\$ (410.00)	0%
99940900	Tuition Reimbursement - Administrative	\$ -	\$ 15,000.00	\$ 15,000.00	
99940900	Tuition Reimbursement	\$ 60,000.00	\$ 60,000.00	\$ -	0%
99950000	Personnel/Hr	\$ 8,000.00	\$ 10,000.00	\$ 2,000.00	25%
99960000	Child Nutrition Operations	\$ 2,628,887.00	\$ 2,664,271.00	\$ 35,384.00	1%
99960100	Facilities Maintenance	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960100	Custodial Services	\$ 90,000.00	\$ 90,000.00	\$ -	0%
99960200	Energy - Division II	\$ 764,150.00	\$ 777,159.00	\$ 13,009.00	2%
99960200	Local Energy/Utilities	\$ 137,000.00	\$ 87,000.00	\$ (50,000.00)	-36%
99960200	Custodial Substitutes	\$ 10,000.00	\$ 10,000.00	\$ -	0%
99960200	Operations/Utilities	\$ 167,100.00	\$ 200,000.00	\$ 32,900.00	20%
99960300	State Transportation	\$ 3,387,221.23	\$ 3,344,729.02	\$ (42,492.21)	-1%
99960400	Local Transportation	\$ 396,769.03	\$ 392,351.14	\$ (4,417.89)	-1%
<b>Total Operating Budget</b>		<b>\$ 52,163,873.92</b>	<b>\$ 53,350,847.01</b>	<b>\$ 1,186,973.09</b>	<b>2%</b>
99970000	Local Debt Service	\$ 1,464,041.07	\$ 1,417,841.37	\$ (46,199.70)	-3%
99970200	Minor Capital Improvements	\$ 666,467.00	\$ 680,552.00	\$ 14,085.00	2%
<b>Total Capital Budget</b>		<b>\$ 2,130,508.07</b>	<b>\$ 2,098,393.37</b>	<b>\$ (32,114.70)</b>	<b>-2%</b>
<b>TOTAL</b>		<b>\$ 54,294,381.99</b>	<b>\$ 55,449,240.38</b>	<b>\$ 1,154,858.39</b>	<b>2.1%</b>
<i>Reserve Allocation</i>		<i>\$ 1,562,866.39</i>	<i>\$ 1,393,621.80</i>	<i>\$ (169,244.59)</i>	
<b>GRAND TOTAL</b>		<b>\$ 55,857,248.38</b>	<b>\$ 56,842,862.18</b>	<b>\$ 985,613.81</b>	<b>1.8%</b>



**Final Fiscal Year 2020 Revenue Budget**

<b>REVENUE SOURCE</b>	<b>Final FY 2019 Budget</b>	<b>Final FY 2020 Budget</b>
<b>STATE FUNDS</b>		
Formula Salaries	26,147,461.67	25,457,433.38
Cafeteria Salaries	558,887.00	594,271.00
Delaware Sustainment Fund	801,942.00	798,877.00
Academic Excellence Cash Option	-	-
Related Services Cash Option	58,633.26	98,660.30
Division II, All Other Costs	879,584.00	897,770.00
Division II, All Other Costs - VOC	105,381.00	103,868.00
Division II, Energy	764,150.00	777,159.00
Division III, Equalization	5,519,527.00	5,639,274.00
State Transportation	2,994,921.23	3,071,260.23
Transportation - Driver Training	0.00	4,318.79
Homeless Transportation	342,000.00	226,000.00
Foster Transportation	49,300.00	42,150.00
Transportation Supply	1,000.00	1,000.00
Unique Alternatives	319,710.30	454,384.88
Drivers' Education	14,414.00	16,172.00
Professional Development	0.00	391.34
Technology Block Grant	107,326.00	106,916.00
CPR Instruction	1,090.88	1,044.58
Education Opportunity Grant	142,014.00	871,300.00
Education Opportunity Grant - Mental Health - Ross	0.00	155,364.00
Student Success Block Grant Reading - Ross	79,365.77	81,102.00
Student Success Block Grant K-3	62,936.91	107,560.00
State Recognition School Award - Ross	8,000.00	8,000.00
World Language Expansion	48,395.08	30,000.00
Substitute Reimbursement - Parental Leave	0.00	2,185.11
Minor Capital Improvements	399,880.00	408,331.00
School Safety and Security Fund	140,421.29	142,663.55
Major Capital Improvements	-	-
<b>TOTAL STATE FUNDS</b>	<b>39,571,341.39</b>	<b>40,097,456.16</b>
<b>LOCAL FUNDS</b>		
Current Expense (tax rate)	7,892,375.88	8,070,000.00
Current Expense (capitations)	250.00	200.00
Athletics	40,000.00	40,000.00
Interest	85,000.00	325,000.00
Building Rental	15,000.00	36,000.00
Other Local Revenue	18,500.00	18,500.00
Sol - Systems	1,500.00	1,500.00
Energy Curtailment	15,000.00	15,000.00
E-Rate	25,000.00	9,350.00
CSCR	20,000.00	20,000.00
Indirect Costs	175,000.00	85,000.00
Cafeteria	2,070,000.00	2,070,000.00
Net Choice Billings	(102,585.39)	(95,969.94)
Charter Billings	(108,404.57)	(130,070.62)
Tuition Billings	(1,965,000.00)	(1,960,000.00)
Tuition	2,825,000.00	2,825,000.00
Donations	107,000.00	107,000.00
Debt Service	1,270,000.00	1,270,000.00
Debt Service - County	194,041.07	147,841.37
Match Tax - Minor Capital Improvements	193,305.00	272,221.00
Match Tax - Reading and Math Specialists	-	-
Match Tax - Extra Time	-	-
Match Tax - Technology Maintenance	-	-
<b>TOTAL LOCAL FUNDS</b>	<b>12,770,981.99</b>	<b>13,126,571.81</b>
<b>FEDERAL FUNDS</b>		
IDEA	1,064,130.00	1,086,566.00
IDEA - Preschool	47,165.00	53,718.00
TITLE I	1,835,010.00	1,909,792.00
TITLE II	370,471.00	351,701.00
TITLE III	51,993.00	54,120.00
Education for the Homeless	-	-
PERKINS	146,156.00	162,937.21
<b>TOTAL FEDERAL/OTHER FUNDS</b>	<b>3,514,925.00</b>	<b>3,618,834.21</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>55,857,248.38</b>	<b>56,842,862.18</b>

### LEAVE OF ABSENCE

The Milford School District Board of Education may provides an unpaid leaves of absence if available under provisions of a negotiated agreements and state and federal laws. A leave of absence may only be requested for the purpose of caring for a critically ill member of the employee's immediate family as defined in Delaware Code and supported by medical documentation after applicable FMLA and all other leave has been exhausted. A Leave of Absence will not be approved in order to extend leave outlined in Board Policy 4339 – Paid Leave for Birth or Adoption of a Child. The maximum length of the leave of absence will not exceed thirty (30) days.

All leave procedures and requests should follow polices set forth by the Milford School District, the State of Delaware via Delaware Code, and Federal Law. The employee will be responsible for any applicable benefit costs during the unpaid absence and will not accrue additional leave days while in an unpaid status.

Anyone who wishes to apply for an unpaid leave of absence shall submit a letter of request to the Director of Human Resources and School Climate to be presented to the Milford Board of Education.

~~Leave requests for reasons other than those specified in agreements or the law may be considered upon individual request. If granted, such leaves shall not exceed twelve months or the equivalent of two semesters for ten-month employees. In order to be eligible for such leaves, employees must normally have completed one year of employment and must have performance that has been rated effective. Unique circumstances in the granting of leaves may be considered on an individual basis.~~

~~A request for an unpaid leave of absence shall be made on the appropriate form, and such application shall be reviewed by the superintendent or the superintendent's designee. The request will then be presented to the Board of Education for approval.~~

#### Personal Leave of Absence

~~A leave of absence without pay may be granted up to one (1) school year at the discretion of the Board of Education for:~~

- ~~\_\_\_\_\_ 1) The purpose of caring for a critically ill member of the employee's immediate family~~
- ~~\_\_\_\_\_ 2) The purpose for childcare or child rearing~~

~~Extensions may be granted for verifiable medical reasons or other extenuating circumstances specifically recommended by the Superintendent and approved by the Board of Education.~~

~~The employee on a leave of absence must pay for their own personal health, dental and life insurance and contribute to their 401K on their own after FMLA.~~

~~If the employee wishes to apply for the leave of absence after the 12 weeks of FMLA has been exhausted, he/she may do so. However, the leave of absence will equal up to one year from the~~

end of the FMLA.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

Agreement to Return Following a Leave of  
Absence

I, \_\_\_\_\_ agree and commit to Milford School  
District (Please Print Full Name)

to return to my regular employment status following a leave of absence granted by the Milford School  
District for one (1) year or less.

Professional ethics and courtesy demand that I honor this agreement and commitment to return as soon as  
possible from a leave of absence granted by the district.

By signing this document I assure Milford School District that I will not seek or accept any position of  
employment with another employer during the period of my approved leave of absence.

I also agree and give permission to Milford School District to share a copy of this agreement with any  
employer or potential employer if I violate the intent of this commitment to return to Milford School District  
following the period of my approved leave of absence from the district.

It is also agreed that if I properly resign or retire from my position during the period of my approved leave of  
absence the terms and conditions of this agreement will not apply.

My signature on this document affirms my understanding and commitment to the terms and conditions of  
this agreement.

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Personnel Office Administrator Date

\_\_\_\_\_  
Signature of Notary Public or Designated Witness Date

DRAFT WITH NO MARKUP:

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

4224

### **LEAVE OF ABSENCE**

The Milford School District Board of Education may provide an unpaid leave of absence if available under provisions of a negotiated agreement and state and federal laws. A leave of absence may only be requested for the purpose of caring for a critically ill member of the employee's immediate family as defined in Delaware Code and supported by medical documentation after applicable FMLA and all other leave has been exhausted. A Leave of Absence will not be approved in order to extend leave outlined in Board Policy 4339 – Paid Leave for Birth or Adoption of a Child. The maximum length of the leave of absence will not exceed thirty (30) days.

All leave procedures and requests should follow polices set forth by the Milford School District, the State of Delaware via Delaware Code, and Federal Law. The employee will be responsible for any applicable benefit costs during the unpaid absence and will not accrue additional leave days while in an unpaid status.

Anyone who wishes to apply for an unpaid leave of absence shall submit a letter of request to the Director of Human Resources and School Climate to be presented to the Milford Board of Education.

ADOPTED: 6/20/11

REVISED: 2/24/2020

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

4330

EMPLOYEE OF THE YEAR AWARDS

All employees who receive an award will be recognized at an annual district-wide ceremony to honor their accomplishment.

Employee of the Year	Award Amount
<ul style="list-style-type: none"><li>• Building Level Teachers of the Year</li></ul>	\$300 each
<ul style="list-style-type: none"><li>• District Child Nutrition Employee of the Year</li><li>• District Custodial Employee of the Year</li><li>• District Maintenance Employee of the Year</li><li>• District Paraprofessional of the Year</li><li>• District Related Services Employee of the Year</li><li>• District Secretary of the Year</li><li>• District School Counselor of the Year</li><li>• District School Nurse of the Year</li><li>• District Technology Employee of the Year</li></ul>	\$300 each
<ul style="list-style-type: none"><li>• District Educational Support Professional of the Year</li><li>• District Teacher of the Year</li></ul>	An additional \$700

This award amount shall be added to the employee's annual salary and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).

ADOPTED: 6/22/92; 2/23/98; 4/26/04; 5/24/04; 8/23/04;

REVISED: 3/22/10; 6/7/10; 6/20/11; 9/24/12; 6/22/15

**MILFORD SCHOOL DISTRICT**  
**Milford, Delaware 19963**

**4330**

**EMPLOYEE OF THE YEAR AWARDS**

- A. Building Level Teacher of the Year
  - 1. Building Level Teacher of the Year
    - a. Each building nominee shall receive \$300
    - b. Milford School District Medallion - engraved
  - 2. District Teacher of the Year
    - a. The District Teacher of the Year shall receive an additional \$500 700
    - b. A Milford School District Teacher Of the Year plaque
    - c. Name and Picture displayed, for public view, in District Office
- B. District Para Professional of the Year
  - 1. District Para Professional of the Year
    - a. Each District Para Professional shall receive \$300
    - b. A Para Professional Of the Year plaque
- C. District Maintenance Employee of the Year
  - 1. Maintenance Employee of the Year
    - a. Each District Maintenance Employee Of the Year shall receive \$300
    - b. A Custodial/Maintenance Employee Of the Year plaque
- D. District Cafeteria Employee of the Year
  - 1. District Cafeteria Employee of the Year
    - a. Each District Cafeteria Employee of the Year shall receive \$300
    - b. A Cafeteria Employee Of the Year plaque
- E. District Nurse of the Year
  - a. Each District Nurse of the Year shall receive \$300
  - b. A Nurse Of the Year plaque
- F. District Secretary Employee of the Year
  - 1. Secretary Employee of the Year
    - a. Each Secretary Employee of the Year shall receive \$300
    - b. A Secretary Employee Of the Year plaque
- G. District School Counselor of the Year
  - 1. District School Counselor of the Year
    - a. District School Counselor of the Year shall receive \$300
    - b. A School Counselor Of the Year plaque

H. District Technology Employee of the Year

1. District Technology Employee of the Year

- a. Each District Technology Employee of the Year shall receive \$300
- b. A Technology Employee Of the Year plaque

I. District Custodial Employee of the Year

1. District Custodial Employee of the Year

- a. Each District Custodial Employee of the Year shall receive \$300
- b. A Custodial Employee Of the Year plaque

J. District Educational Support Professional of the Year

1. District Educational Support Professional of the Year nominee shall receive an additional \$700

This award amount shall be added to the employee's annual salary and shall be considered as creditable compensation for pension purposes pursuant to 29 Del. C. 5501 (c).



# MILFORD SCHOOL DISTRICT

## FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10<sup>th</sup> for School Board approval for the following school year)

Morris   
  Banneker   
  Central Academy   
  High School   
  Missillion   
  Ross  
 In-State   
  Out-of-State   
 Overnight   

<b>DATE(S) OF TRIP:</b> May 2020 <b># of School Days missed:</b> 0	<b>TRIP DESTINATION:</b> Salisbury Zoo, MD	<b>TEACHER(S):</b> All 1st grade/ Vezmar
<b>NUMBER OF STUDENTS:</b> 120	<b>CONTENT AREAS:</b> Science	<b>GRADE(S):</b> 1st
1. Instructional Unit Title: Organisms 2. Dates of Instructional Unit: From: MP3      To: MP4 3. Will technology be used in preparation for this trip? (Check One) Internet    Virtual Tour    Research <input checked="" type="checkbox"/> Video    Software    Other (specify)	Field Trip Cost Transportation: Est. 945. <sup>00</sup> Meals: NA Other expenses (explain): NA Funding Used: NA Individual student expense: 8. <sup>00</sup>	Est 945. <sup>00</sup> Total Cost
4. Relationship of trip to instructional objective(s) (purpose of the trip): Students will observe the organisms and learn about their habitats. Students will also have to navigate around the zoo using a map.		
<b>Closest Medical Facility (with address &amp; phone #):</b> Peninsula Regional Medical Facility 100 E Carroll St Salisbury, MD 21801 410-546-6400		
<b>Nurse Initials:</b> <i>GM</i>		
<b>APPROVAL SEQUENCE</b> (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals).		
<b>Comments:</b>		
<b>PRINCIPAL'S SIGNATURE:</b> <i>Robert Kujala</i> <b>DIRECTOR'S SIGNATURE:</b> <i>Sammy</i> <b>SUPP'S SIGNATURE:</b> <i>L.A. Orl</i>		
For all Out-of-State or overnight field trips—except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 30 days prior to the trip.		
12/19/16		

# MILFORD SCHOOL DISTRICT FIELD TRIP APPROVAL FORM

(Out-of-State to be submitted to the principal by April 10<sup>th</sup> for School Board approval for the following school year)

- Morris     Bannaker     Central Academy     High School     Misspillon     Ross  
 In-State     Out-of-State     Overnight

**RECEIVED**  
 JAN 06 2020  
 BY: *Chris*  
*Approved*  
*to check*

<b>DATE(S) OF TRIP:</b> May 1, 2020 <b># of School Days missed:</b> 1	<b>TRIP DESTINATION:</b> EERC Salem Nuclear Plant 244 Chestnut St. Salem NJ <b>CONTENT AREAS:</b> Public health	<b>TEACHER(S):</b> Vann/McMillan <b>GRADE(S):</b> 9-12
<b>NUMBER OF STUDENTS: ~60</b>		
1. Instructional Unit Title: OSHA Hazards, Public Health, Environmental Health		
2. Dates of Instructional Unit: From: May 4, 2020 To: May 25, 2020		
3. Will technology be used in preparation for this trip? (Check One) internet    virtual tour    research <input checked="" type="checkbox"/> video    software <input type="checkbox"/> other (specify)		
4. Relationship of trip to instructional objective(s) (purpose of the trip): -Ch. 14 Community and Public Health and the Environment, Ch. 15: Injuries as a Community Health Problem -Ch. 16: Safety and Health in the Workplace -Expose students to real life work experience -Learn the OSHA standards and how it protects workers -Discover environmental impacts on the community of a Nuclear Plant		
<b>Closest Medical Facility (with address &amp; phone #):</b> Salem Medical Center 310 Salem Woodstown Rd Salem, NJ <b>Nurse Initials:</b> <i>AK</i>		<b>Field Trip Cost</b> Transportation: Roughly \$560 <i>divide cost</i> Meals: \$3 per student/bag lunch pig <i>add to schedule</i> $60 = \$180$ Other expenses (supplies): <i>Students paying</i>
<b>APPROVAL SEQUENCE</b> (indicated by the proper signatures below). Field trips not approved at one level will not advance to the next level (no appeals). Comments: The plant itself charges no fee, only cost would be transportation which I think we could ask the students to cover. Then they can pack lunch or get free bagged lunch from the school to take. We would not make it back in time for bus departure at 2:00pm so students would need a ride home.		<b>Funding Used:</b> Individual student expense: <i>\$9.50/student</i> Total Cost: <i>\$740</i>
<b>PRINCIPAL'S SIGNATURE:</b> <i>[Signature]</i> <b>DIRECTOR'S SIGNATURE:</b> <i>[Signature]</i> <b>SUPV'S SIGNATURE:</b> <i>[Signature]</i>		
For all Out-of-State or overnight field trips: except where a group of students advances in a sequential activity such as a contest, a final cost summary and detailed itinerary must be submitted 90 days prior to the trip. 12/19/16		

# Milford School District Calendar 2020-2021

## 176 Student Day Calendar 188 Teacher Day Calendar 185 Para Day Calendar

Pending Board Approval

### August 2020

		Su	M	Tu	W	Th	F	Sa
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
Stdnt	Tchr	23	24	25	26	27	28	29
Aug		2	6	30	31			

18-19 New Hire Orientation  
24-27 District PD Opening  
28 Student Transition Day  
31 First Day K-12

### February 2021

		Su	M	Tu	W	Th	F	Sa
			1	2	3	4	5	6
		7	8	9	10	11	12	13
Stdnt	Tchr	14	15	16	17	18	19	20
Feb		19	19	21	22	23	24	25
Total		110	118	28				

15 District Closed  
25-Mid Marking Period

### September 2020

		Su	M	Tu	W	Th	F	Sa
				1	2	3	4	5
		6	7	8	9	10	11	12
Stdnt	Tchr	13	14	15	16	17	18	19
Sept		19	20	20	21	22	23	24
Total		21	26	27	28	29	30	

4 Schools Closed  
7 Labor Day/District Closed  
15 Primary Election/PD

### March 2021

		Su	M	Tu	W	Th	F	Sa
			1	2	3	4	5	6
		7	8	9	10	11	12	13
Stdnt	Tchr	14	15	16	17	18	19	20
Mar		22	23	21	22	23	24	25
Total		132	141	28	29	30	31	

12 PD  
29 End of MP3

### October 2020

		Su	M	Tu	W	Th	F	Sa
						1	2	3
		4	5	6	7	8	9	10
Stdnt	Tchr	11	12	13	14	15	16	17
Oct		21	22	18	19	20	21	22
Total		42	48	25	26	27	28	29

1-Mid Marking Period  
9 State PD

### April 2021

		Su	M	Tu	W	Th	F	Sa
						1	2	3
		4	5	6	7	8	9	10
Stdnt	Tchr	11	12	13	14	15	16	17
Apr		15	16	18	19	20	21	22
Total		147	157	25	26	27	28	29

1 PD  
2/5 District Closed  
6/9 Spring Break/Schools Closed

### November 2020

		Su	M	Tu	W	Th	F	Sa
						1	2	3
		4	5	6	7	8	9	10
Stdnt	Tchr	11	12	13	14	15	16	17
Nov		15	16	22	23	24	25	26
Total		57	64	29	30			

4 End of MP1  
3 Election Day/District Closed  
5 Return Day/PD/District  
11 Veterans Day/District Closed  
25 Schools Closed  
26-27 Thanksgiving/District

### May 2021

		Su	M	Tu	W	Th	F	Sa
								1
		2	3	4	5	6	7	8
Stdnt	Tchr	9	10	11	12	13	14	15
May		20	20	16	17	18	19	20
Total		167	177	23	24	25	26	27

7-Mid Marking Period  
27-Graduation  
31 District Closed

### December 2020

		Su	M	Tu	W	Th	F	Sa
				1	2	3	4	5
		6	7	8	9	10	11	12
Stdnt	Tchr	13	14	15	16	17	18	19
Dec		16	16	20	21	22	23	24
Total		73	80	27	28	29	30	31

11-Mid Marking Period  
23/24 Schools Closed  
23/31 District Closed

### June 2021

		Su	M	Tu	W	Th	F	Sa
				1	2	3	4	5
		6	7	8	9	10	11	12
Stdnt	Tchr	13	14	15	16	17	18	19
Jun		9	11	13	14	15	16	17
Total		176	188	20	21	22	23	24

11 End of MP4  
14/15 PD

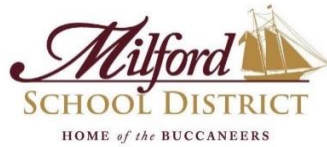
### January 2021

		Su	M	Tu	W	Th	F	Sa
							1	2
		3	4	5	6	7	8	9
Stdnt	Tchr	10	11	12	13	14	15	16
Jan		18	19	17	18	19	20	21
Total		91	99	24	25	26	27	28

1 - District Closed  
18 District Closed  
22 End of MP2  
25 PD

Non work days for ParaProfessional Staff 1/25, 4/1, 6/15

Calendar Notes: Green = Student Day, Gray = District Closed, Pink = Staff PD, PD = Professional Development, White = District Open with no students / staff



## MILFORD SCHOOL DISTRICT 2020 - 2021 ACADEMIC CALENDAR

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### AUGUST

August 18, 19	New Hire Orientation
August 24-27	Staff Development Days
August 28	Transition events for students in grades K, 1, 6, 9
August 31	First Student Day for all grades K - 12

### SEPTEMBER

September 4	Schools Closed - Labor Day weekend
September 7	District Closed - Labor Day observed
September 15	Schools Closed for students - Primary Election - Staff Professional Development Day

### OCTOBER

October 1	Mid Marking Period 1 (22 instructional days)
October 9	Schools Closed for students - Statewide Professional Development Day

### NOVEMBER

November 3	District Closed - General Election Day
November 4	End of Marking Period 1 (44 instructional days)
November 5	Staff Professional Development AM / District Closed ½ PM for Return Day
November 11	District Closed - Veteran's Day observed
November 25	Schools Closed - Thanksgiving
November 26-27	District Closed - Thanksgiving observed

### DECEMBER

December 11	Mid Marking Period 2 (22 instructional days)
December 23-31	District Closed - Winter Break

### JANUARY

January 1	Schools Closed - New Year's observed
January 18	Schools Closed - Martin Luther King observed
January 22	End of Marking Period 2 (44 instructional days)
January 25	Schools Closed for students - Staff Professional Development Day

### FEBRUARY

February 15	District Closed - Presidents' Day observed
February 25	Mid Marking Period 3 (22 instructional days)

### MARCH

March 12	Schools Closed - Staff Professional Development Day - Weather Contingency
March 29	End of Marking Period 3 (43 instructional days)

### APRIL

April 1	Schools Closed - Staff Professional Development Day - Weather Contingency
April 2-9	Schools Closed for students - Spring Break
April 2-5	District Closed – Good Friday / Easter Monday observed

### MAY

May 7	Mid Marking Period 4 (22 instructional days)
May 27	Graduation
May 31	District Closed – Memorial Day observed

### JUNE

June 11	End of Marking Period 4 (46 instructional days) / Last student instructional day
June 14, 15	Staff Professional Development Days

176 Student days / 185 Para-Professional staff days / 188 Teacher days  
 Para-Professional staff are not scheduled to work on 1/25, 4/1, 6/15

Any days lost because of inclement weather or mandatory closings may be made up at the end of the regularly scheduled school year.